

Report for Week Ending 3 October 1956
From
RECORDS DISPOSITION BRANCH

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Project 6-40 - Office of Central Reference [REDACTED]

The inventory phase has been completed in Biographic Register and preliminary records control schedules are being drafted. Mr. [REDACTED] Chief of Special Register, has approved the records control schedule for the Register. Installation of the Subject-numeric file system in administrative files of Special Register will begin next week. Project is 44% complete.

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General Information

Disposition instructions for four items on the records control schedule for Office of Scientific Intelligence have been changed to reflect the permanent value of the records dated prior to the reorganization 1 November 1955. The Records Center has been notified.

The Office of Personnel has prepared 25 cubic feet of Inactive Personnel Folders for retirement. These folders will be transferred to the Records Center tomorrow. The Office also anticipates retirement of an additional 60 cubic feet in the near future.

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Miss [REDACTED] ARO, Office of Logistics has indicated she will want assistance beginning the week of October 8 to complete the Records Control Schedule for the office. No estimate on volume of records covered by this schedule is available at this time.

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Mr. [REDACTED] Library OCR requested that we cease negotiations with Catholic University regarding disposition of the Human Relations Area File. He indicated that another plan for use of the files had been recently developed.

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Met with Mr. [REDACTED] MS to clarify records retirement and reference procedures of the Records Center.

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